

Petition for Exception to Graduate Academic Regulations Form

Office of Graduate Studies



Please refer to the next page for instructions on completing this form.

I. Student Information (supplied by the Associate Dean)

Name: _____ AU Student #: _____ Academic Unit: _____

Teaching Unit/Dept: _____ Program: _____

Advisor: _____

II. Reason for Exception (see Graduate Regulations)

III. School/ Academic Unit Associate Dean Justification for Petition for Exception

Associate Dean Name: _____ Date: _____

IV. Office of Graduate Studies Approval and Signature

Approved Not Approved

Signature: _____ Date: _____

Instructions for Completion

Please refer to Appendix I of the Graduate Academic Regulations to determine if the petition should be submitted to the Office of Graduate Studies for a decision. The Associate Dean of the student's respective academic unit must submit this form to the Office of Graduate Studies.

Please include a written justification of the extenuating circumstances for the exception in Part III of the form. You may submit additional supporting documentation, such as letters, emails, etc., as needed to build the case for the exception. A copy of the student's transcript must be submitted with the petition request. These supporting documents must be in Microsoft Word or PDF format. Do not complete Section IV of this form. This space will be used by the Office of Graduate Studies to approve your petition request.

This request form and supporting documents must be sent from the Associate Dean's email account to petitions@american.edu. Petition requests received from any other email account will not be reviewed. Petitions that have been printed and scanned, or printed and mailed in paper form will not be reviewed.

The Associate Dean will receive verification of petition receipt from the Office of Graduate Studies. Please allow up to seven business days for a decision from the Office of Graduate Studies. If you have not received a response to your request within the seven-day timeframe, please contact the Office of Graduate Studies at petitions@american.edu.